



King County

Property Agent II DEPARTMENT OF NATURAL RESOURCES & PARKS PARKS DIVISION

Hourly Rate Range \$23.06 TO \$29.23

Job Announcement No.: 03ES3539

OPEN: 7/7/03 - CLOSE: 7/21/03

WHO MAY APPLY: This position is open to all King County career service employees, regular exempt employees, probationary employees who attained career service status in a prior position and all other qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: King County Solid Waste / Parks Division Human Resources – 201 South Jackson Street, Suite 701 – Seattle, WA 98104-3855. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) You may request a job application through the King County Job request line at (206) 296-5209. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements.

WORK LOCATION: This position will report to King Street Center but may be relocated based on organizational requirements.

WORK SCHEDULE: This is a full-time, overtime eligible position.

POSITION DESCRIPTION This position will provide both the Parks Division and Water and Land Resources Division with land management support for over 25,000 acres of parkland, trails, open space, resource and ecological lands within King County. Under the direction of the Property Agent III, this position will assist in management of real property, develop and prepare permits and agreements, negotiate terms and conditions, oversee improvements, and establish maintenance and/or use agreements. Assist in reviewing and determining the appropriateness of alterations and improvements to parks and resource lands. Work with a variety of constituent groups to include local governments, private landowners, public utilities, and non-profit organizations on a daily basis to address issues related to the management of County owned land.

PRIMARY JOB DUTIES INCLUDE:

- Develop and prepare permits and agreements, negotiate terms and conditions, oversee improvements, establish maintenance and/or use contracts
- Handle customer inquiries regarding the use of County-owned or other properties, grant easements and rights of entry based on request and approval
- Contact property owners as needed to address issues related to management of park properties
- Coordinate and represent the division in inter-departmental and inter-jurisdictional meetings.
- Assist with surplus of County owned properties; determine joint-use opportunities.
- Identify land use and permit decisions, negotiate permit conditions, monitors schedules and construction activities of projects impacting parkland.
- Research, write and validate agreements, permits and contracts.
- Draft procedures, policies, new techniques and applications for project administration and property management.
- Conduct site inspections in response to encroachments or illegal trespass or use of park property and using both GPS and existing GIS information

- Review and recommend approval of proposed projects while considering short and long-term implications
- Coordinate as needed with Risk Management and Prosecuting Attorney's Office to address issues related to safety or misuse of parkland.

QUALIFICATIONS: BA in Business, Geography or related field. At least 3 years of experience in property management. Additional combination of education and experience may be considered at the discretion of the hiring authority.

- Knowledge of negotiation methods and procedures.
- Knowledge in property use/management, issuance of permits and agreements.
- Knowledge of permitting public sector projects
- Knowledge of construction, types and amenities.
- Knowledge of market data services and in-depth knowledge of local real estate markets.
- Knowledge of federal, state and County policies, procedures, laws and regulations.
- Excellent oral and written communication skills.
- Research, problem solving and analytical skills.
- Presentation and public relation skills.
- Skill in use of GPS equipment and knowledge of GIS applications
- Skill in use of personal computers, word processing, database management software.
- Skill in reading and correcting maps, surveys, plans, specifications and engineering drawings.
- Skill in reading, writing and interpreting legal descriptions.
- Familiarity with King County Parks and Natural areas is highly desirable

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License and a Background check prior to employment.